



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Environmental Protection Div. - Water Protection Branch Program Coordination Section - Laboratory Operations Water Quality Laboratory, Room 34-H Health Bldg. Atlanta, Georgia 30334	Application Number 81-54	
Application Number		Date Received 1-9-81	Date Completed 1-29-81
2. Person to Contact Cary Wilkes		Working Title Laboratory Manager	Telephone Number 656-4811
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1976 present		5. Records Series Title (followed by title used in office, if different) WATER QUALITY ANALYSIS LABORATORY REPORT REFERENCE FILE	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Water Quality Laboratory is responsible for receiving and analysing water and waste-water samples from all water quality programs of the Division, particularly the Industrial Wastewater Program, the Municipal Wastewater Program and the Water Quality Support Program. The chemical data is used to measure compliance with discharge permits of Industrial and Municipal Wastewater Plants. This chemical data is also used for legal action in case of accidental spills of wastewater causing detrimental effects on Georgia streams. The Laboratory also analyzes private and municipal water supply samples for chemical suitability as water supplies.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining laboratory control copies of "Water Quality Analysis" forms for reference while originals are in process. Included are: xerox copies of "Water Quality Analysis Laboratory Report" forms. File is arranged: chronologically by calendar year; thereunder numerically by assigned laboratory number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>4000 forms</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Stream Monitoring Data pub. annually
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. statistical summaries sent to Director of Lab Operations
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? official copy sent to State Records Center for security retention
X	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Water Quality Analysis Lab Report

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.
administrative reference requirements

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Kenny C. Wilkins</i>	1-5-81	<i>Mary Hall</i>	
81-54		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	1-26-81
		Secretary of State/Designee	1-26-81
		Attorney General/Designee	1-29-81